

1.1 Policy on Policy

Version	Description of Amendments	Approval Date	Implementation Date
1.0	Original Draft copy of QA Guidelines	18/05/2018	18/05/2018
2.0	Re-engagement process		
2.1	Addition of table to track changes made to individual policies and procedures.	01/05/2023	01/06/2023

Title	Policy on Making Policy
Date Approved	17/05/2018
Effective From	18/05/2018
Monitor	Dean of Academic Affairs / QA Committee
Summary	Dorset College devises policies and procedures to meet all statutory areas set out by QQI, and other awarding bodies. This policy and its associated procedures are intended to confirm that commitment, and to outline how policies and procedures will be devised, agreed, and maintained. It will also give transparency to this process, and ensure rigour of the policies and procedures that are ultimately introduced.
Related Policies	All QA Policies
Purpose	<p>The purpose of this policy is to provide guidance and structure on the formulation of quality assurance (QA) policies and procedures in Dorset College.</p> <p>The adoption of this policy will help ensure that the QA policies of Dorset College are:</p> <ul style="list-style-type: none"> • Developed through reflection and consultation. • Agreed and signed off by a College committee. • Accessible to all stakeholders in an understandable format. • Compliant with the required national standards.
Scope	This policy applies to all QA policies and procedures of Dorset College.
Policy Statement	<p>Dorset College recognises the importance of providing clarity and structure to the formation of quality assurance policies and procedures. Therefore, this policy provides a structure and transparency on policy development and implementation in the College.</p> <p>The College also recognises that how it formulates these policies and procedures requires a similar level of attention as is given to the implementation of such policies and procedures. The formulation of policy,</p>

and associated procedures should be structured, rigorous, and transparent. This Policy on Policy is intended to provide this.

The policies of Dorset College shall be:

1. Developed in line with the process outlined in this policy.
2. Presented in the standard template.
3. Formally approved by the Quality Assurance Committee.
4. Accessible to all College stakeholders.
5. Regularly reviewed and updated as required.

1.2 Policy Development Procedure

Procedure Stage	Responsibility	Evidence
<p>1 Policy Development:</p> <p>The Policy Owner shall be responsible for the drafting of new or revised College policies. The Policy Owner will ensure that the policy is managed, from its initial development to its ratification, whilst seeking the necessary input from College staff and ensuring the policy goes through the appropriate College committee. Ordinarily, this will be the Dean of Academic Affairs. However, if appropriate, the Dean can delegate policy ownership to an appropriate staff member, who will then have the policy ownership responsibility.</p>	<p>Dean of Academic Affairs (or nominee) as Policy Owner</p> <p>College personnel relevant to a policy area</p>	<p>Note on Policy overview and structure</p>
<p>2 Policy Template:</p> <p>The development of the College’s QA policies must adhere to the agreed</p> <p>Template attached to this policy. The Policy Owner should avoid amending the template in order to maintain consistency. The only instances envisaged where the template should be amended by a Policy Owner is if it is inappropriate for a policy being developed, in which case the global template should be reviewed, or if additional clarity is required of a policy. Each policy should be accompanied by a supporting procedure(s). Each procedure should fit in its respective policy.</p>	<p>Dean of Academic Affairs (or nominee) as Policy Owner</p> <p>College personnel relevant to a policy area</p>	<p>Draft Policy and Associated procedure(s)</p>



3 Policy Consideration

Quality Assurance Committee

Minutes of Quality Assurance Committee

Each QA policy and procedure(s) of the College will be reviewed and approved by the Quality Assurance Committee (QAC), which will serve as a sub-committee of the Academic Council. The QAC can decide to reject a policy on the grounds that its development has not followed this policy, that it is not aligned to national standards, or it is not fit for its specific purpose. In such instances the QAC may request the policy be redeveloped or that it be reviewed under specific areas and re-submitted for its consideration. Where the QAC decides to approve a policy, it will determine the date for which it will come into effect and agree on the regularity of its monitoring.

College personnel relevant to a policy area

4 Accessibility of Policy:

Dean of Academic Affairs (or nominee) as Policy Owner IT Lead

QA section on website

As a general rule, the QA policies of the College will be made available through the College's website, unless there is a reason for a policy not to be (for example: confidential policies that are solely for College staff).

5 Review of Policy:

Dean of Academic Affairs (or nominee) as Policy Owner

Updated Policy and associated procedure(s)

The Policy Owner for each policy will be responsible for ensuring its continued relevancy and maintenance through regular review. The specific review period shall be determined by the QEC and specified in each policy. Where a policy is to be amended during such a review, this amendment must also be approved through the College's QEC.

Quality Assurance Committee

Minutes of Quality Assurance Committee